



Twin Lakes State Park
Cedar Crest Conference Center
Route 2, Box 70
Green Bay, Virginia 23942
(804) 767-2398
Fax (804) 767-2650

Event Planner & Checklist

Please fill in all areas below as completely as possible. If question does not apply use N/A.

1. What will this event be titled?_____
2. Will this be a youth or adult event?_____
3. Approximate number of participants? Adult _____ Youth _____
4. Seating arrangements for the meeting room?_____
5. What audio-visual aids will you require?_____
6. Will you have any special requests?_____
- Please describe_____
7. Will your group be having any type of social, cocktail party, reception, etc.?
 _____ Will alcoholic beverages be served?_____
8. Will you be using a caterer?_____ Who?_____
9. Will it be necessary to set up in advance?_____
10. Entertainment?_____
11. Who is the contact person for this event?_____
- Telephone #_____
12. Please list any additional information or requests:_____
- _____
- _____
- _____